

Resolution No.: 15-1092

Introduced: July 18, 2005

Adopted: July 26, 2005

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: FY 2006 Work Program of the Office of Legislative Oversight

Background

1. Chapter 29A, Montgomery County Code, establishes the Office of Legislative Oversight (OLO) with the responsibility to serve as the principal means through which the County Council exercises its legislative oversight functions. This includes the responsibility to provide the Council with information and recommendations concerning the performance and operations of public and private agencies, programs, and functions for which funds are appropriated or approved by the Council.
2. Section 29A-6 provides that the Director, Office of Legislative Oversight, shall prepare an annual Work Program, which shall be submitted to the Council for approval.
3. The Director, Office of Legislative Oversight, submitted a proposed Work Program for FY 2006. The Council's Management and Fiscal Policy (MFP) Committee reviewed the proposed Work Program on July 11, 2005. The Council introduced this resolution on July 18, 2005.

Action

The County Council for Montgomery County, Maryland, approves the following FY 2006 Work Program for the Office of Legislative Oversight:

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PROJECT #1
MANAGING THE COUNCIL'S AUDIT CONTRACTS

Principal agency: County Government

Origin of project: County Charter and Council Resolution 12-154

Section 315 of the County Charter requires the Council to contract with a certified public accountant to perform an annual independent audit of the County Government's financial statements. The Council also contracts for the annual audit of the financial statements of the employee retirement plans and the local fire and rescue departments. Council Resolution 12-154, adopted in April 1991, assigns OLO with the responsibility to provide support to the Council during the period of audit engagement and to act as the Council's contract administrator.

During FY06, OLO will continue to serve as contract administrator for the Council's two audit contracts. Both contracts will be in the second year of four-year engagements with the Council. Rager, Lehman & Houck P.C. will conduct the audit of the local fire and rescue departments' FY05 financial statements. KPMG LLP will conduct the audit of the FY05 financial statements of the County Government and employee retirement plans. KPMG will also complete:

- A review of the Maryland State Uniform Financial Report,
- An audit of the Emergency 9-1-1 System,
- Reviews and examinations related to the Single Audit of Federal Grants,
- Agreed upon procedures reports for the National Transit Database Report, and
- The Annual Certification of Financial Assurance Mechanisms for Landfill Facilities.

PROJECT #2
BASE BUDGET REVIEW: RESOURCE DEVELOPMENT & PLANNING

Principal agencies: County and bi-County Agencies

Origin of project: County Council

FY06 will be the first year of the Council's multi-year base budget review initiative. This project represents OLO staff time dedicated to developing the building blocks for FY06 and future year base budget review assignments. Staff anticipate that resource development and planning activities will include items such as:

- Learning more about the budget and performance data maintained by each of the County and bi-County agencies;
- Evaluating existing and potential future data management tools that could be used to extract budget and performance data;
- Consulting with budget practitioners and experts, both internal and external to the County and bi-County agencies, about "best practices" in local government budgeting;
- Assessing different approaches to sorting and analyzing budget data in ways that could assist the Council to better understand the allocation of resources within an agency or individual program;
- Identifying the "cost drivers", defined as the major factors that affect changes in the base budgets of the County and bi-County agencies;
- Identifying "cross-cutting" base budget elements common to multiple agencies or departments;
- Assessing the budget decision-making approaches being used in other jurisdictions, e.g., multi-year budgeting, consent calendar approvals;
- Using the base budget projects assigned on OLO's FY06 Work Program (Projects #3-6), begin to develop a useable menu of analytic techniques and approaches for conducting future base budget reviews.

Project #3 (see next page) involves conducting comparative research on how other public, private, and non-profit sector organizations are integrating performance measures into their respective budget decision-making. The results of the research assignment outlined in Project #3 should help staff to identify other jurisdictions that may serve as logical candidates for benchmarking budget and/or performance data.

PROJECT #3
USING PERFORMANCE MEASURES IN BUDGET DECISION-MAKING

Principal agencies: Other public, private, and non-profit sector organizations

Origin of project: Councilmember's recommendation

Council Resolution 15-904, *Establishing Annual Budget Priorities and Performance Measures*, states the Council's intent to establish a stronger framework for its budget deliberations in close consultation with County agencies and the community. Resolution 15-904 acknowledges that some other local legislative bodies have tried to create a framework for budget deliberations that link decisions on future resource requests and allocations to performance and outcome measures.

To support the implementation of Council Resolution 15-904, OLO will select a sample of public, private, and non-profit organizations that claim to have incorporated performance and outcome measures into their budget decision-making process. Based on a review of available documents and interviews with representatives from these organizations, OLO will seek to answer the following questions:

1. What is the nature and extent of the performance information that these organizations collect? How is the collection of performance data coordinated with the budget development process?
2. What practices do these organizations follow to publish and coordinate the presentation of their performance and outcome measures with the annual budget documents?
3. How exactly do these organizations systematically integrate performance information into their annual budget decision-making? What are some actual examples of how performance information influenced a particular budget decision?
4. What future plans do these organizations have to either expand or modify their practices related to the development and use of performance data in the budget preparation and approval process?

Based upon this comparative research, OLO will recommend to the Council whether there are lessons to be learned and/or practices found elsewhere that should be implemented here in Montgomery County.

PROJECT #4
BASE BUDGET REVIEW OF THE OFFICE OF HUMAN RIGHTS

Principal agency: County Government

Origin of project: Councilmember's recommendation

This project is a base budget review of the Office of Human Rights, a County Government office with duties established by local law. Conducting a review of the Office of Human Rights (OHR) during FY06 is also timely, given the pending legislation (Bill 36-04) concerning discriminatory lending practices, which proposes the assignment of additional duties and responsibilities to OHR.

Local law (Chapter 27) assigns the Office of Human Rights with responsibility to assist the Commission on Human Rights to perform its duties, which include:

- Research, analyze, and disseminate information about activities and programs to eliminate prejudice, intolerance, bigotry, and discrimination;
- Study and investigate, through public or private meetings, conferences, and public hearings, conditions that could result in discrimination, prejudice, intolerance, and bigotry;
- Recommend procedures, programs, and laws to promote and protect equal rights and opportunities for all persons; and
- Initiate, receive, review, and resolve complaints of discrimination, prejudice, intolerance, and bigotry from any person or group because of race, color, sex, age, marital status, religious creed, ancestry, national origin, disability, sexual orientation, genetic status, presence of children, family responsibilities or source of income, that deprives that person of equal rights, protection, or opportunities in employment, real estate, and public accommodation.

The Office of Human Right's approved FY06 operating budget is \$2.1 million. This funding supports 22.5 workyears; personnel costs account for 93 percent of OHR's budget.

This base budget review will include:

- An analysis of trends in OHR's workload over the past decade, e.g., number/types of cases, processing times, case outcomes;
- An assessment of OHR's current staffing organization and staffing levels; and
- Feedback from the Commissioners and OHR staff about what is working well and opportunities for improvement.

**PROJECT #5
BASE BUDGET REVIEW OF MCPS STAFF DEVELOPMENT**

Principal agency: Montgomery County Public Schools

Origin of project: Councilmember's recommendation

This project is a base budget review of the Montgomery County Public Schools' staff development function. The Board of Education's Workforce Excellence initiative has substantially added positions and dollars in recent years to MCPS' staff development efforts.

MCPS' FY06 budget, as approved by the Council, includes approximately \$51 million and 346 workyears allocated for staff development activities. As summarized for the Education Committee this past April, MCPS' spending on staff development includes:

- Salary and benefits for 195.5 workyears (approximately \$19 million) for staff development teachers in each of the schools. This practice is referred to as "embedding" specialists in schools to improve teaching schools.
- Salary and benefits for 151 workyears (approximately \$16 million) for centrally located staff members who provide overall training and staff development.
- Operating dollars of approximately \$16 million, which pays for items such as substitute teachers while classroom teachers attend training, stipends, tuition reimbursements, contractual services and supplies.

The purpose of this OLO budget project would be to provide the Council with greater understanding of:

- MCPS' overall goals and desired outcomes for staff development;
- Trends in MCPS spending on staff development;
- What the \$51 million allocated for staff development buys in terms of services, programs, activities;
- How MCPS selects staff development activities;
- How MCPS measures the results and evaluates the effectiveness of staff development; and
- How MCPS uses the results of these evaluations.

PROJECT #6
BASE BUDGET REVIEW OF THE MONTGOMERY COUNTY PARK POLICE

Principal agency: Maryland-National Capital Park and Planning Commission

Origin of project: Councilmember's recommendation

This project is a base budget review of the Montgomery County Division of the Park Police. This assignment represents an opportunity for the Council to learn more about the staffing and operations of an important public safety function that too often only receives the Council's attention during relatively brief operating budget worksessions.

The FY06 approved budget for the Montgomery County Division of the Park Police is \$9.8 million, a 0.4% decrease from the Park Police's FY05 approved budget. The authorized personnel complement for the Park Police consists of 95 sworn positions, 21 non-sworn positions, and five seasonal positions. However, the budget is based upon the assumption that two of the sworn positions are lapsed and an additional 6-8 positions will be vacant due to the time needed to recruit and train new officers.

A primary focus of OLO's analysis will be to examine whether the Park Police is "adequately staffed" to patrol Montgomery County's parks. This was an issue discussed during the Council's FY06 operating budget worksessions, in light of data that showed the number of crime events handled by the Park Police between 2003 and 2004 increased from 433 to 592, an overall increase of 31.2%.

In response to a request made by the Public Safety Committee in April, Chief Barber identified the need for ten additional police officer positions. Even though the fiscal situation this year did not allow funding for these additional positions, the Council remains keenly interested in further review and analysis of the Park Police's resource needs.

Note: This base budget review will be undertaken with the assumption that the basic structure of the Park Police as a Montgomery County Division within M-NCPPC should and will continue as is. The scope of OLO's work will exclude looking at the question of whether the Park Police should be consolidated with any other agency.

PROJECT #7
AFTER-SCHOOL PROGRAMS FOR MIDDLE SCHOOL STUDENTS

Principal agencies: County Government, Montgomery County Public Schools, Housing Opportunities Commission

Origin of project: Councilmembers' recommendation

This project will identify publicly funded after-school programs designed to serve middle school students at selected schools. The communities that will be the focus of this study are located around the 22 MCPS middle schools (listed below) where the students eligible to receive free and reduced meals make up 20 percent or more of the total enrollment of the school.

Middle School	2004-2005 School Year Percent of Students Eligible to Receive Free and Reduced Priced Meals
Parkland	53.0
Silver Spring International	46.9
Argyle	44.2
Newport Mill	43.8
Sligo	40.9
Forest Oak	40.0
Francis Scott Key	39.9
Montgomery Village	39.4
Neelsville	39.4
Col. E. Brooke Lee	39.1
White Oak	38.4
Eastern	37.1
Julius West	31.5
Martin Luther King, Jr.	28.1
Gaithersburg	27.9
Benjamin Banneker	27.4
Redland	26.1
Shady Grove	26.1
Earl B. Wood	25.2
Roberto W. Clemente	24.3
Briggs Chaney	23.3
Takoma Park	21.9

Source: MCPS Schools at a Glance 2004-2005

For the purposes of this project, an after-school program will be defined as a program that provides services or activities on one or more weekdays for two to three hours at the end of the regular school day during the school year.

This project intends to identify many types of activities, such as clubs, sports programs, arts and drama programs, tutoring and academic enrichment programs, mentoring programs, youth development and leadership programs, and vocational training or employment programs.

The Collaboration Council for Children, Youth and Families receives State funding to support after-school programs and has a strong interest in developing an integrated system for after-school activities in Montgomery County. The Collaboration Council has developed a typology of after-school programs as part of its contracting process. It is also developing a web-based database of human resource services. As OLO collects data about publicly funded after-school programs for middle school students, staff will work closely with the Collaboration Council to ensure that their efforts are complementary and not duplicative.

This project will proceed in two phases. Phase One will compile an inventory of all County-funded after-school programs (staffed either by County employees or by an organization under contract to the County) and determine the total amount of County General Revenue funds appropriated for after-school activities in FY06. For each program, the inventory will aim to provide:

- Location and service provider(s), e.g., agency employees, contractor;
- Description of the program's activities;
- Demographic characteristics of the participants;
- FY06 funding source(s) and amount(s);
- Any readily available program activity data collected, e.g., number of participants, participation rates, cost per participant; and
- Any readily available program outcome data, such as measurement of changes in students' self-esteem or academic performance.

In addition to the initial focus on programs funded by the County, OLO will also begin to compile, to the extent feasible, a list of privately-funded organizations and programs, based on information provided by each of the County agencies that OLO is working with to compile the inventory.

Phase Two of this project will be determined by the Council following a discussion of the information compiled by OLO in Phase One. For example, one option for Phase Two could be an assessment of the effectiveness of tutoring programs; another option could be to identify whether there are gaps in the services that are currently offered.

PROJECT #8
LAWS RELATED TO CHILD WITNESSES OF DOMESTIC VIOLENCE

Principal agencies: Other jurisdictions

Origin of project: Councilmember's recommendation

The Council's concern for children who witness domestic violence has been demonstrated through funding in FY05 and FY06 for the Safe Start Program, which provides these children with specialized mental health services. The purpose of this project is to identify laws passed by other jurisdictions that directly relate to the issue of exposing children to adult family violence. For example, some states have passed laws that:

- Establish exposing children to domestic violence as a separate chargeable offense; or
- Expand the definition of child abuse or neglect to include exposing children to domestic violence.

The specific scope of this comparative legislative research assignment is to:

- Identify different legislative approaches that address the issue of exposing children to adult family violence;
- Review the implementation experiences of selected approaches; and
- Outline the arguments for and against the different legislative approaches, including the views voiced by community-based advocacy organizations.

To provide the Council with the opportunity of possibly pursuing State legislation on this issue during the 2006 General Assembly session, OLO intends to complete this project by the end of November 2005.

PROJECT #9
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION'S HANDLING OF
COMPLAINTS AND INQUIRIES

Principal agency: County Government

Origin of project: Councilmember's recommendation

This project is an evaluation of how the Department of Public Works and Transportation (DPWT) responds to residents' inquiries and requests. In particular, the study will examine the Department's receipt of and response to requests related to general public works activities, including installations or repairs of stop signs, traffic lights, potholes, street lights, and tree-trimming. The scope of this evaluation excludes inquiries and requests related to solid waste and transit.

OLO will seek to answer the following questions:

1. What is the volume and type of inquiries and requests received by DPWT? How is the Department staffed to respond to these inquiries and requests?
2. How long does it typically take between the time an inquiry is received and the time it is addressed? What are the typical lengths of time between key steps, e.g., between the time an inquiry is first received and an initial staff contact is made; between the time of staff contact and resolution?
3. What practices does DPWT have in place to triage inquiries and/or coordinate requests in the same geographic service area?
4. What systems does DPWT have in place to track resolution of resident's inquiries and requests?

Based on a review of how these inquiries are received and processed by DPWT, OLO will make recommendations for making changes in any areas identified as needing improvement.

PROJECT #10
POLICE DEPARTMENT'S VICTIM/WITNESS ASSISTANCE UNIT

Principal agency: County Government

Origin of project: Councilmember's recommendation

In FY02, the Montgomery County Police Department established its Victim/Witness Assistance Unit to provide crime victims/witnesses crisis intervention and support including:

- Emergency services such as on scene comfort;
- Information/referral about the criminal justice process and victim services;
- Court-related services such as an explanation of rights and transportation; and
- Victim compensation application assistance.

During 2004, the Unit's staff of nine (one program manager and eight victim coordinators) reported serving 9,732 crime victims. Activity reported included: accompanying 296 domestic violence victims to court, making 1,288 referrals to the Abused Persons Program, and 4,864 referrals to the Victim Assistance and Sexual Assault Program.

The purpose of this project is to conduct an overall evaluation of the Victim/Witness Assistance Unit. In particular, it will include:

- A review of how the Unit is identifying victims to be served;
- An analysis of the Unit's total workload and approach to caseload management;
- An assessment of the Unit's coordination with other programs that provide victim services, e.g., Abused Persons Program, Victim Assistance and Sexual Assault Program; and
- The views of staff (both from the unit and from outside the unit) about what is working well and opportunities for improvement.

Measuring Results. As OLO's previous work on victim services reported, identifying and measuring the desired results of victim services is often difficult because it involves quantifying a victim's feelings and degree of recovery. In addition, the involvement of multiple programs make it difficult to measure the results of a specific service, and victims often blur their views on the outcome of the criminal justice proceeding with feelings about the services received.

While recognizing that the findings would be anecdotal and not statistically significant, the design of this evaluation will include obtaining feedback from a sample of victims served. For example, interviews with victims might inquire whether they felt more knowledgeable about the justice system, felt they received useful information/referrals to other victim services, and/or experienced reduced anxiety about testifying in court.

PROJECT #11
DEPARTMENT OF PERMITTING SERVICES' PRACTICES RELATED TO
RESIDENTIAL DEMOLITION AND REDEVELOPMENT

Principal agency: County Government

Origin of project: Councilmember's recommendation

As residential property values in the County continue to increase substantially, the County is experiencing a significant number of demolitions and renovations, particularly in older, more established residential neighborhoods. This project will review the regulations and practices related to this process for down-county neighborhoods inside the beltway.

In particular, this study will describe:

- The laws and regulations that currently govern approvals of demolitions and renovations;
- The distinctions between renovations, demolitions, and new construction;
- The written policies the Department of Permitting Services has in place to interpret and administer these rules; and
- The practices DPS follows to enforce these laws.

In addition to the above description of the process and practices, OLO will compile any readily available data about the number of these projects since FY01.

PROJECT #12
MCPS' "SERIOUS INCIDENT" TRACKING SYSTEM

Principal agency: Montgomery County Public Schools

Origin of project: Public Safety Committee and Health and Human Services
Committee

OLO's FY05 study of juvenile victims/witnesses of crime reported that Montgomery County Public Schools (MCPS) maintains a database of "serious incidents" that occur at any MCPS school site or in connection with a school-related activity. This database serves multiple purposes and is not currently designed to provide comprehensive information about juvenile victimizations or gang-related incidents.

The purpose of this FY06 OLO assignment is to examine, in consultation with MCPS staff, whether there are opportunities to improve how MCPS defines, reports, and tracks the occurrence and response to "serious incidents". OLO will examine how MCPS personnel currently use the database and whether a modified approach might assist the school system:

- Enhance school security decisions;
- Meet the needs of students who are victims or witnesses of crime that occur at school; and/or
- Measure the extent of gang-related incidents in schools.

The scope of this project will also include reviewing the pros and cons of developing some type of annual report to the public on the number and type of "serious incidents" that occur on MCPS school sites or in connection with a school-related activity.

Note: Earlier this year, MCPS convened an inter-agency working group to establish procedures for the investigation and management of "serious incidents" that occur on school property. As part of this work, a committee of MCPS staff are benchmarking and reviewing other incident tracking systems for large school systems. The scope of this OLO project will be re-visited and potentially revised after the working group completes its work, which is expected by the end of the calendar year.

**PROJECT #13
COUNTY GOVERNMENT'S RECRUITMENT PRACTICES**

Principal agency: County Government

Origin of project: Councilmember's recommendation

Montgomery County's diversity is one of the County's greatest strengths. It is critically important to ensure that every County agency is adequately equipped to meet the changing needs of our residents. Recruiting a competent, diverse workforce is a means of ensuring the delivery of effective, culturally competent services. The Council is concerned that the County Government's workforce, especially at supervisory levels, is not sufficiently reflective of the new Montgomery County.

The purpose of this project is to conduct a study on the County Government's employee recruitment practices. The focus will be to evaluate the County's efforts to attract a well-qualified and diverse employment pool.

In addition to examining the Office of Human Resources' outreach activities, OLO's review will include a review of the recruitment efforts undertaken by individual departments, such as the Department of Fire and Rescue Services, Department of Police.

The scope of this assignment also includes a compilation of data on the gender and race/ethnicity of the current workforce, with analysis by factors such as:

- Department/office;
- Job class/grade; and
- Length of time employed by the County.

To the extent data are readily available, OLO will further examine data on trends in the diversity of the County's employment applicant pool, job offers made, and hirings.

PROJECT #14
THE DEPARTMENT OF HEALTH AND HUMAN SERVICES'
BUSINESS/SUPPORT FUNCTIONS

Principal agency: County Government

Origin of project: Councilmember's recommendation

As part of the Department of Health and Human Services' FY04 budget, the Council approved the creation of a new Question A appointed position of Chief Operating Officer. The Department's rationale for this new position was that a department of this size requires a second in command position for effective management. The DHHS Director is primarily responsible for the external functions of directing the Department and the Chief Operating Officer is primarily responsible for the internal functions.

The FY06 approved budget for DHHS' Office of the Chief Operating Officer is \$16.4 million, with a staffing allocation of 88.44 workyears. According to the County's Executive's recommended FY06 budget, DHHS' Office of the Chief Operating Officer "provides overall administration of the day-to-day operations of the Department, including direct service delivery, budget and fiscal management oversight, contract management, logistics and facilities support, human resources management and information technology."

As a logical follow-up to the Council's approval of the DHHS reorganization two years ago, this project will review and assess the efficiency and effectiveness of the current division of responsibilities between the DHHS' Office of the Chief Operating Officer and the offices/departments in County Government with lead responsibility for performing the parallel internal functions: Office of Human Resources; Office of Management and Budget; Office of Procurement; Department of Technology Services; Department of Finance; and Department of Public Works and Transportation (facility management).

In particular, OLO's review will aim to address the following questions:

1. What is the organization of staff in the Office of the Chief Operating Officer, including the number of staff assigned to the different internal service functions, e.g., human resources, procurement, finance?
2. How are the duties performed by staff in the Office of the Chief Operating Officer similar and different from those performed by staff in the parallel County department/office? How is the division of work and responsibilities between DHHS staff and other department/office staff determined?
3. How does DHHS measure the effectiveness and efficiency of the internal service functions performed by the Office of the Chief Operating Officer?
4. Are there opportunities for improving either the efficiency and/or effectiveness of the internal service functions performed by the Office of the Chief Operating Officer?

PROJECT #15
LOCAL SMALL BUSINESS RESERVE PROGRAM – EVALUATION PLANNING

Principal agency: County Government

Origin of project: Bill #23-04 - 2005 LMC Chapter 3, Section 3

On April 12, 2005, the Council passed Bill #23-04, Contracts and Procurement – Local Small Business Reserve Program. As stated in the final Council worksession packet on Bill #23-04, (dated April 12, 2005), the purpose of this legislation is “to create a separate defined market for local small businesses, broaden the pool of local small vendors doing business with the County, and to encourage the County’s economic growth by enhancing the business climate for local small businesses.”

The program created by this legislation has two primary components. The first requires County departments to post each planned purchase valued between \$5,000 to \$25,000 on a County website for five days before making a purchase or entering into a contract. The second component reserves a minimum of 10 percent of a County department’s contracts for goods, services, or construction for competition only by small local businesses.

The legislation mandates that, “The Office of Legislative Oversight must begin a review of the Program one year after its implementation begins and must report to the Council about the effectiveness of the program.” By law, the program must begin no later than January 1, 2006, pending issuance of Executive Regulations.

The Council appropriated FY06 funding to the Department of Economic Development for the following items associated with start-up of the Small Business Reserve Program:

\$ 80,000	.9 WY Program Manager
\$ 50,000	Information Technology contract services
\$100,000	Operating expenses

This project represents OLO staff time for evaluation design and planning. This is expected to include working with Executive Branch staff to identify relevant baseline data and associated data collection requirements.

PROJECT #16
TRACKING IMPLEMENTATION OF COUNCIL ACTIONS ON COMPLETED
OLO REPORTS

During FY06, OLO will review whether the Council's recommendations for action on two previous years' OLO reports have been implemented. The projects selected for more detailed follow-up during FY06 are OLO's study of the County Government's hiring process (Report 2001-4), and OLO's study of the County's sign approval and enforcement process (Report 2002-4).

16A: OLO REPORT 2001-4: AN OVERVIEW OF THE HIRING PROCESS IN COUNTY GOVERNMENT

This report, completed in April 2002, identified a number of specific actions to be taken by the County Government to improve the County's hiring process. This follow-up project will track the Office of Human Resources' progress in implementing changes, including efforts to reduce the time it takes to hire a new employee without adversely affecting the quality of job candidates.

Note: OLO plans to coordinate work on this follow-up project with OLO's FY06 assignment to study the County Government's recruitment practices (Project 13).

16B: OLO REPORT 2002-4: AN EVALUATION OF MONTGOMERY COUNTY'S SIGN APPROVAL AND ENFORCEMENT PROCESS

In October 2002, as a result of reviewing OLO Report 2002-4, the Council approved a package of recommendations to improve the County's sign approval and enforcement process. This follow-up project will track the implementation of the short-term process changes and long-term structural changes endorsed by the Council.

**PROJECT #17
FOLLOW-UP ACTIVITIES**

This project represents the time OLO staff expect to spend on follow-up activities related to FY05 Work Program assignments.

17A: INTER-AGENCY STUDY OF PRE-EMPLOYMENT BACKGROUND CHECK PRACTICES

As a result of OLO's FY04 inter-agency study of pre-employment background check procedures, the Council approved a resolution of policy guidance (Council Resolution #15-600), which calls upon the County and bi-County agencies to develop new or revised background check policies. The MFP Committee plans to hold a worksession in September 2005 to review the agencies' revised policies. During FY06, OLO will staff the MFP Committee's ongoing oversight of agency work on this issue.

17B: ASSESSMENT OF LANGUAGE ASSISTANCE SERVICES PROVIDED BY MCPS TO THE SCHOOL COMMUNITY

OLO's FY05 Work Program included a study of MCPS' language assistance services to the school community. The Council received and released this report (OLO Report 2005-6) on June 28; an Education Committee worksession is scheduled for July 21. During FY06, OLO will staff the Committee worksession and report back to the Council on this project.

This is a correct copy of Council action.

A handwritten signature in cursive script that reads "Linda M. Lauer".

Linda M. Lauer, Clerk of the Council